



ORDER FORM FOR LIST(S) OF RECORDS

SAFETY AND BUILDINGS DIVISION
Inspection and Safety Support
(608) 267-4405
FAX: (608) 267-9723
TDD #: (608) 264-8777
<http://www.commerce.state.wi.us>
<http://www.wisconsin.gov>

Date: _____

List of Records Requested:

Per ch. Comm 2.02:

- Charge is \$25 for the 1st 1,000 records and \$5 per 1,000 additional records
- To offset administrative costs, a handling fee of \$25/hour may be charged in addition to any other fees.

SUBTOTAL CHARGE FOR LIST(S)

Total number of records requested: _____ Charge for the list(s) of records: \$ _____*

Please indicate how you would like to receive your list:

- ☐ Excel spreadsheet attachment (e-mail address): _____
- ☐ Excel spreadsheet on **Diskette** (**ADDITIONAL \$5.00 CHARGE** - provide mailing address in space provided below)
- ☐ Excel spreadsheet on **CD Rom** (**ADDITIONAL \$20.00 CHARGE** - provide mailing address in space provided below)
- ☐ Other (subject to IT capabilities. A sort order may be specified only for a printed list request):
Please print /type: _____

Charge for Records List(s): \$ _____* (carry down from **SUBTOTAL CHARGE** above)

Charge for CD Rom/Diskette \$ _____

Charge for Printing/Photocopies \$ _____ (\$.25 per page PLUS \$25.00 Handling Fee)

Charge for Handling Fee \$ _____

TOTAL CHARGES: \$ _____ (Fiscal Code: **8035**)

Make checks payable to Safety and Buildings and mail to address listed on the lower left of the form.

THIS FORM MUST BE INCLUDED WITH PAYMENT. (Prepayment required for any list request).

For convenience, the address below is formatted for use in a left-window #10 envelope. (Fold form into thirds).

MATERIAL ORDERS ADDRESS

CUSTOMER MAILING ADDRESS

**SAFETY AND BUILDINGS DIVISION
PO BOX 2509
MADISON WI 53701-2509**

Phone Number: () -